

Los Angeles County Sheriff's Department  
Major Crimes Bureau/Licensing  
Michelle Hauser, Investigator  
11515 S. Colima Rd., E-106  
Whittier, CA 90604  
(562) 946-7230, Fax (323) 415-7522  
[mlhauser@lasd.org](mailto:mlhauser@lasd.org)

Your application for a Secondhand Dealer License has been forwarded to the Los Angeles County Sheriff's Department for investigation. You must obtain a California State License. Enclosed is the information for this license.

This State License is in addition to any business license issued by a city or the county.

**First:** You must start the process by going online at:

<https://capss-licensing.doj.ca.gov/public/applications/new?ori=CA0190000>

**Second:** If your business is in the unincorporated area of Los Angeles County, obtain your Los Angeles County Treasurer Tax Collector Business License by going online at <https://ttc.lacounty.gov/business-license-requirements/> You may scroll down to step 6 to begin.

**Third:** I have enclosed 2 different Live Scan forms for you to use. You have to be fingerprinted twice. One time for each form. One form is for the Department of Justice and the other form is for the Sheriff's Department. Once you have completed the fingerprint process, mail me a copy of each form. For a list of available live scan sites in your area for fingerprinting services you may check on-line at <http://ag.ca.gov/fingerprints/publications/contact.php>

**Fourth:** Send a check or money order made payable to "Department of Justice" in the amount of \$300.00 to us for the state application fee.

**Finally,** Mail the Personal Information page, check and copies of the completed Live Scan forms to me at the above address.

Please do not hesitate to call me with any questions, or if you are in need of further information.

Sincerely,  
Investigator Hauser

## LICENSE DETAIL PERSONAL INFORMATION FORM

PRINT OR TYPE ONLY

(Please attach a copy of your Driver License or Identification Card with this document)

BUSINESS NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

BUSINESS PHONE NUMBER: \_\_\_\_\_

APPLICANT'S BUSINESS CAPACITY OR POSITION: \_\_\_\_\_

APPLICANT'S FULL NAME (LAST, FIRST, MI): \_\_\_\_\_

ALL OTHER NAMES USED (FORMER MARRIED, MAIDEN, ETC): \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP CODE: \_\_\_\_\_

BEST CONTACT PHONE NUMBER: \_\_\_\_\_

DRIVER LICENSE NUMBER: \_\_\_\_\_ STATE ISSUED: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_ PLACE OF BIRTH: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

1. HAVE YOU EVER HAD AN OWNERSHIP INTEREST IN A SIMILAR TYPE BUSINESS?

( ) YES ( ) NO \*IF YES, PLEASE EXPLAIN

2. HAVE YOU EVER BEEN CONVICTED OF ANY CRIME AS A RESULT OF AN ARREST, CITATION OR CRIMINAL COMPLAINT? (Convictions set aside under authority of 1203.4 p.c. must be disclosed.)

( ) YES ( ) NO ( ) \*IF YES, PLEASE EXPLAIN

3. DO YOU HAVE ANY ARRESTS, CITATIONS OR COURT CASES PENDING DISPOSITION?

( ) YES ( ) NO \*IF YES, PLEASE EXPLAIN

4. ARE YOU CERTIFIED WITH THE CALIFORNIA MASSAGE THERAPY COUNCIL (CAMTC)?

( ) YES ( ) NO CERTIFICATE NUMBER: \_\_\_\_\_

5. HAVE YOU EVER HAD ANY LICENSE OR CERTIFICATE SUSPENDED AND/OR REVOKED)?

( ) YES ( ) NO \*IF YES, PLEASE EXPLAIN LICENSE/CERTIFICATE NUMBER: \_\_\_\_\_

6. I ACKNOWLEDGE RECEIPT OF THE DEPARTMENT OF JUSTICE INFORMATION REGARDING THE CALIFORNIA PAWN AND SECONDHAND DEALER SYSTEM (CAPSS) **INITIAL** \_\_\_\_\_

I HAVE ANSWERED ALL OF THESE QUESTIONS COMPLETELY AND TRUTHFULLY. I UNDERSTAND THAT ANY INCOMPLETENESS, FALSIFICATION OR MISREPRESENTATION OF ANY FACT MAY RESULT IN THE DENIAL OF THIS APPLICATION OR REVOCATION OF ANY LICENSE/PERMIT.

APPLICANT'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

For any "YES" ANSWERS PLEASE USE BACK OF FORM



## REQUEST FOR LIVE SCAN SERVICE

### Applicant Submission

CA0190094

ORI (Code assigned by DOJ)

LICENSE, CERTIFICATION, PERMIT

Authorized Applicant Type

SECONDHAND DEALER / PAWNBROKER

Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)

### Contributing Agency Information:

LASD MAJOR CRIMES BUREAU / LICENSE DETAIL

Agency Authorized to Receive Criminal Record Information

07253

Mail Code (five-digit code assigned by DOJ)

11515 SOUTH COLIMA ROAD, ROOM E-106

Street Address or P.O. Box

MICHELLE HAUSER

Contact Name (mandatory for all school submissions)

WHITTIER

City

CA

State

90604

ZIP Code

(562) 946-7230

Contact Telephone Number

### Applicant Information:

Last Name

First Name

Middle Initial

Suffix

Other Name: (AKA or Alias)

Last Name

First Name

Suffix

Date of Birth

Sex ☐ Male ☐ Female

Driver's License Number

Height

Weight

Eye Color

Hair Color

Billing

Number BILL - Applicant to pay DOJ

(Agency Billing Number)

Place of Birth (State or Country)

Social Security Number

Misc.

Number

(Other Identification Number)

Home

Address Street Address or P.O. Box

City

State

ZIP Code

I have received and read the included Privacy Notice, Privacy Act Statement, and Applicant's Privacy Rights.

Applicant Signature

Date

Your Number: MH246335

OCA Number (Agency Identifying Number)

Level of Service: ☒ DOJ ☐ FBI

(If the Level of Service indicates FBI, the fingerprints will be used to check the criminal history record information of the FBI.)

If re-submission, list original ATI number:

(Must provide proof of rejection)

Original ATI Number

Employer (Additional response for agencies specified by statute):

Employer Name

Street Address or P.O. Box

Telephone Number (optional)

City

State

ZIP Code

Mail Code (five digit code assigned by DOJ)

Live Scan Transaction Completed By:

Name of Operator

Date

Transmitting Agency

LSID

ATI Number

Amount Collected/Billed



## REQUEST FOR LIVE SCAN SERVICE

### Applicant Submission

CA0349400

ORI (Code assigned by DOJ)

LICENSE

Authorized Applicant Type

SECONDHAND DEALER/PAWNBROKER

Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)

### Contributing Agency Information:

DOJ/BCIA SECONDHAND/PAWNBROKER UNIT

Agency Authorized to Receive Criminal Record Information

05467

Mail Code (five-digit code assigned by DOJ)

P.O. BOX 903387

Street Address or P.O. Box

N/A

Contact Name (mandatory for all school submissions)

SACRAMENTO

City

CA

State

94203 3870

ZIP Code

Contact Telephone Number

### Applicant Information:

Last Name

First Name

Middle Initial

Suffix

Other Name: (AKA or Alias)

Last Name

First Name

Suffix

Date of Birth

Sex ☐ Male ☐ Female

Driver's License Number

Height

Weight

Eye Color

Hair Color

Billing

Number BILL - Applicant to pay DOJ

(Agency Billing Number)

Place of Birth (State or Country)

Social Security Number

Misc.

Number

(Other Identification Number)

Home

Address Street Address or P.O. Box

City

State

ZIP Code

I have received and read the included Privacy Notice, Privacy Act Statement, and Applicant's Privacy Rights.

Applicant Signature

Date

Your Number:

OCA Number (Agency Identifying Number)

Level of Service: ☒ DOJ ☐ FBI

(If the Level of Service indicates FBI, the fingerprints will be used to check the criminal history record information of the FBI.)

If re-submission, list original ATI number:

(Must provide proof of rejection)

Original ATI Number

Employer (Additional response for agencies specified by statute):

Employer Name

Street Address or P.O. Box

Telephone Number (optional)

City

State

ZIP Code

Mail Code (five digit code assigned by DOJ)

Live Scan Transaction Completed By:

Name of Operator

Date

Transmitting Agency

LSID

ATI Number

Amount Collected/Billed



E-Mail Address: CAPSS@doj.ca.gov

March 19, 2015  
(revised)

To: All California Pawnbrokers and Secondhand Dealers/Store Administrators

RE: The California Pawn and Secondhand Dealer System (CAPSS)

The California Department of Justice (DOJ) was mandated pursuant to Assembly Bill 391 (Stats 2012, Ch. 172, Pan) to develop and implement a statewide, uniform electronic reporting system that would allow for the electronic reporting of property transaction reports (Pawnbroker/Secondhand Dealer Reports - JUS 123). The initial California Pawn and Secondhand Dealer System (CAPSS), which presented core functionality to meet the Legislative mandate was implemented by the DOJ in December 2014. Since that time, the DOJ and its contractor have been working diligently on phase-in improvements. The DOJ is happy to announce these improvements are nearing readiness. This exciting iteration will provide pawn and secondhand dealers with vastly improved user capabilities. A few of these capabilities include an auto registration component, multiple property transaction bulk upload, and an advanced licensing application for law enforcement which will streamline the licensing process. The DOJ anticipates several waves of improvement releases between April and June.

**Pawnbroker/Secondhand Dealer Equipment Requirements**

There is no cost to be a user of CAPSS, however stores will be required to purchase the equipment listed below in order to utilize the new system.

- Computer with Internet Access
  - Browser Requirements:
    - IE 9x or higher
    - Mozilla Firefox 16.x or higher
    - Google Chrome 20.x or higher
    - Safari 6.1 or higher
- Electronic Fingerprint Scanner
- Electronic Signature Pad
- E-mail accounts

**Onboarding Process**

In the next few weeks, DOJ will be providing stores with additional information on the next steps required to prepare for CAPSS. DOJ will provide stores with a specific registration PIN number and instructions to electronically register and create CAPSS administrator accounts, and a step-by-step guide with information on the electronic registration component, the first-time login process, and JUS123 entry instructions. Please stay tuned for the next communication that will provide you with the necessary registration information.

This letter along with all CAPSS updates and additional system information, including information and data specifications for the bulk upload feature, and a reference configuration document that will guide stores through the installation of equipment required to fully comply with CAPSS will be posted on the Attorney General's public website at <http://oag.ca.gov/secondhand/capss>.

If there are any questions regarding this letter you may contact the DOJ CAPSS Unit via email at [CAPSS@doj.ca.gov](mailto:CAPSS@doj.ca.gov).

Sincerely,

LYDIA PANTOJA, Manager  
Investigative Database Services Section  
Bureau of Criminal Identification and Investigative  
Services

For KAMALA D. HARRIS  
Attorney General



E-Mail Address: [CAPSS@doj.ca.gov](mailto:CAPSS@doj.ca.gov)

July 23, 2015

To: <STORE> Administrators

RE: The California Pawn and Secondhand Dealer System (CAPSS) REGISTRATION

The California Department of Justice (DOJ) CAPSS team previously provided you with an update on the waves for implementation of the CAPSS and we are happy to announce we are ready for the first implementation wave. In this letter, the DOJ is providing you with the information needed to initiate the registration process.

Go to the link provided below using your assigned PIN (see PIN below). On the registration page enter the information requested. Once you hit the submit button, you will then receive an email that provides you with your USER ID. You may then log into CAPSS using the assigned USER ID and the password you created.

URL: <https://capss-id.doj.ca.gov/register>

Registration Information:

If there are any questions regarding this letter you may contact the DOJ CAPSS Unit via email at [CAPSS@doj.ca.gov](mailto:CAPSS@doj.ca.gov). Reference guides are available on the California Office of the Attorney General's website <http://oag.ca.gov/secondhand/capss>.

Sincerely,

A handwritten signature in cursive script that reads "Lydia Pantoja".

LYDIA PANTOJA, Manager  
Investigative Database Services Section  
Bureau of Criminal Identification & Investigative  
Services

For KAMALA D. HARRIS  
Attorney General



## SECONDHAND DEALER REPORTING TANGIBLE PERSONAL PROPERTY

Existing law requires secondhand and coin dealers to report **certain secondhand tangible personal property** taken in trade or pawn, accepted for sale on consignment, or accepted for auctioning, to be reported daily or on the first working day after receipt or purchase of the secondhand tangible personal property item.

Business and Professions Code section 21627(b) defines "tangible personal property," as personal property that bears a serial number or personalized initials or inscription or which, at the time it is acquired by the secondhand dealer, bears evidence of having had a serial number or personalized initials or inscription. "Tangible personal property," also includes those items determined through the Department of Justice's annual *Crime in California* report to constitute more than 10 percent of property reported stolen in the calendar year preceding the annual posting (see <https://oag.ca.gov/cjsc/pubs>). This "significant class of stolen goods," presented in each report as Table 13, titled "VALUE OF STOLEN AND RECOVERED PROPERTY," and described below, aligns with the categories identified by the Federal Bureau of Investigation's Uniform Crime Reporting program that provides direction to law enforcement agencies when submitting monthly reports of the estimated dollar value of property stolen and property recovered.

Property Type	Examples
Currency, notes, etc.	Coins, paper currency, endorsed checks, endorsed money orders, endorsed traveler's checks, bearer checks, bonds, and stamp and coin collections.
Jewelry and precious metals	Watches, bracelets, rings, necklaces, and other articles that have real value and are generally used for personal adornment. Metals that have a high intrinsic value such as gold, silver, and platinum are also included.
Clothing and furs	Items of wearing apparel for human use, pelts, or skins to be used as wearing apparel. Accessories such as purses, handbags, belts, wallets, shoes, scarves, and ties are also included.
Motor vehicles	Automobiles, sport utility vehicles, trucks, minivans, buses, motorcycles, snowmobiles, golf carts, motor scooters, mopeds, all-terrain vehicles, trail bikes, motor homes, Segways®, etc.
Office equipment	Typewriters, calculators, cash registers, copying machines, facsimile machines, computer hardware or software, computers, computer peripherals, e.g., tape and disk drives, printers, shredders, and storage media such as magnetic tapes and optical disks.
Televisions, radios, stereos, etc.	Television cameras and receivers, still picture cameras, motion picture cameras and projectors, radios, digital video disc players, MP3 players, camcorders, tape recorders, cassettes (tape or video), videotape recorders, stereo equipment, compact disc players, and compact discs.
Firearms	Handguns, rifles, shotguns, and other such devices commonly referred to as firearms.
Household goods	Beds, sofas, chairs, washers, dryers, furnaces, desks, tables, bookcases, air conditioners, and antique furniture.
Consumable goods	Beer, wine, beverages, liquor, foods, cigarettes, gasoline, deodorants, aftershave lotion, perfume, firewood, and drugs/narcotics.
Livestock	Live cattle, hogs, horses, sheep, goats, chickens, turkeys, and other animals commonly raised as farm stock.
Miscellaneous	Items not accounted for. Examples include ammunition, shrubbery, vehicle parts/accessories, motorboats, sailboats, houseboats, jet skis, trailers, aircraft, books, household pets, credit/debit cards, cellular phones, farm equipment, tools, bicycles, and air rifles.





## INSTRUCTIONS FOR SECONDHAND DEALER/PAWNBROKER REPORT

The JUS 123 form must be completed for each item of tangible personal property purchased, taken in trade, taken in pawn, or accepted for sale on consignment. All information must be legible, accurate, complete, and prepared in English. Once completed, one copy is provided to the local law enforcement agency and one copy is retained by the dealer.

Obtain a certification by the intended seller or pledger that he or she has the legal right or authorization of the owner to sell or pledge the property. Use one of the following documents to verify the identity of the intended seller or pledger, provided the document is currently valid or has been issued within five (5) years.

- 1) A passport of the United States.
- 2) A driver's license issued by any state or Canada.
- 3) An identification card issued by the United States.
- 4) A passport from any other country in addition to another item of identification bearing an address within the United States.
- 5) A Matricula Consular in addition to another item of identification bearing an address within the United States.

Refer all questions regarding completion of this form to your local law enforcement agency.

### CUSTOMER INFORMATION SECTION

**Customer Name** Type or print clearly customer's last name, first name, and middle name or initial.

#### Personal Description

**Sex** Indicate customer's gender

**Race** Select one of the following race codes that best describes the seller or pledger:  
W - White    B - Black    H - Mexican/Hispanic    I - American Indian    C - Chinese  
J - Japanese    F - Filipino    P - Pacific Islander    O - Other    X - Unknown

**Hair** Select one of the following hair color codes:  
BLK - Black    BRO - Brown    BLN - Blond    BAL - Bald    GRY - Gray    RED - Red  
SDY - Sandy    WHT - White

**Eyes** Select one of the following eye color codes:  
BLK - Black    BLU - Blue    BRO - Brown    GRY - Gray    HAZ - Hazel    PNK - Pink  
GRN - Green    MUL - Multi-color

**Height** Indicate seller or pledger height in feet and inches.

**Weight** Indicate seller or pledger weight in pounds.

**Date of Birth** Indicate seller or pledger date of birth by eight (8) numeric characters (mm/dd/yyyy).

#### Driver's License Number or Other Identification

List the seller or pledger license number or other identification, the state of issuance, the date of issuance, and the year of expiration of the driver's license or other identification.

**Address** Indicate the seller or pledger residence address, city, state, and zip code.



## INSTRUCTIONS FOR SECONDHAND DEALER/PAWNBROKER REPORT

---

### STORE INFORMATION SECTION

SHD/PB License Number

Enter your state-assigned license number as shown on your state secondhand or pawnbroker dealer license (identified as the hyphenated eight numeric characters).

Police Division

Enter the name of the law enforcement agency that you report your transactions to.

Store Name, Phone, Name, and Address

Indicate your business name, business phone, the name of the individual completing the form, the business address, city, state, and zip code.

### TRANSACTION ITEM INFORMATION SECTION

Article, Brand Name, Serial Number, Model

Enter the information specified in the appropriate spaces. Enter owner-applied numbers appearing on an item in the Property Description block.

Transaction Date

Indicate transaction date by eight (8) numeric characters (mm/dd/yyyy).

Loan/Buy Number

Enter your loan/buy number, which will readily identify the property or report when requested by a peace officer.

Time

Indicate the time of the transaction and check AM or PM.

Amount

Indicate the transaction amount of the article.

Transaction

Check the appropriate box for the type of transaction.

Property Description

Must include size, color, material, etc. "Scrap gold" and "scrap silver" are not acceptable descriptions; however, "gold ring mounting" and "silver flatware" are examples of acceptable descriptions.

### CUSTOMER'S RIGHT THUMB PRINT

Submit a legible fingerprint from the intended seller or pledger as prescribed by the Department of Justice. This requirement does not apply to a coin dealer, unless required pursuant to local regulation.

Owner Applied Number A unique identification number or inscription which is permanently stamped, etched, engraved or welded on an item of property by its owner, (e.g., driver's license or social security number).